
Master Agreement between Cadillac Area Public Schools

and

Cadillac Administrators Association

July 1, 2014 to June 30, 2016

Agreement

This Agreement entered into this July 1, 2014, by and between the Board of Education of Cadillac Area Public Schools, Wexford, Osceola, and Lake Counties, Michigan (hereinafter called "Board") and Cadillac Administrators' Association (hereinafter called "Association").

Article 1 **Recognition**

The Board hereby recognizes the Association as exclusive bargaining representative for the purpose of Act 336 of P.A. of 1947, as amended, for the following described bargaining unit:

All full-time and regularly employed part-time building principals and assistant principals employed by the Board excluding there from the Superintendent of Schools, Assistant Superintendents, Administrative Assistants, Business Managers, and all other employees.

Article 2 **Definitions**

- A. **Board**. The term "Board" as used in this agreement shall mean the Board of Education, a quorum of the elected members, or their authorized designee.
- B. **Association**. The term "Association" as used in this Agreement shall mean the Cadillac Administrators' Association.
- C. **Employee**. The term "Employee" as used in this Agreement shall mean a person employed in a position within the bargaining unit as defined in Article 1.
- D. **Classifications**. Classifications within the bargaining unit for the purposes of this Agreement are as follows:
 - Elementary Principal
 - Middle School Principal
 - Junior High School Principal
 - High School Principal
 - Assistant High School Principal
 - Assistant Principal/Athletic Director
 - Assistant Junior High School Principal
 - Assistant Middle School Principal
 - Upon the retirement of the current Athletic Director, any future hire to fulfill the Athletic Director's position will not be filled or viewed as a CAA bargaining unit member and all CAA language referencing Athletic Director will be struck from the contract. The Athletic Director will become a district position.
- E. **Probation**. Each member of the Association shall be considered a probationary employee during the first two (2) years of employment in an administrative position.

- F. **Days.** The term “days” referred to in this Agreement shall be days when the Superintendent’s office is open to the public, unless specifically referred to as calendar days.
- G. **Supervisor.** The term “supervisor” as used in this Agreement shall mean the Superintendent or designee.
- H. **Length of Service.** The term “length of service” shall mean the number of years as a member of the bargaining unit. If two employees have the same length of service, that employee with the most years of service for district shall be considered to have the greater “length of service”.

Article 3
Board’s Rights

The District retains all rights, powers and authority vested in it by the laws and constitution of Michigan and the United States. All policies of the Board of Education on behalf of the District as stated in Board of Education policies, Board of Education minutes, or as set forth in any manner whatsoever, or powers which heretofore have been properly exercised by it, shall remain unaffected by this Agreement and in full force and effect unless and until changed by the Board. Any additions thereto, subtractions there from or revisions thereof, as the same may be made by the Board from time to time, shall become and remain unaffected by this Agreement and in full force and effect unless changed by the Board. Not by way of limitation but by way of addition, the Board reserves unto itself all rights, powers and privileges inherent in it or conferred upon it from any source whatsoever, provided, however, that all of the foregoing being manifestly recognized and intended to convey complete power in the Board shall nonetheless be limited but only as specifically limited by express provisions of this Agreement and under Act 379 of the Michigan Public Acts of 1965. Rights reserved exclusively herein by the District which shall be exercised exclusively by the District without prior negotiations with the Association either as to the taking of action under such right or with respect to the consequence of such action during the term of the Agreement shall include by way of illustration and not by way of limitation, the right to:

- A. Manage and control the school’s business, the equipment, the operations, and to direct the working forces and affairs of the employer.
- B. Continue its rights and past practice of assignment and direction of work of all of its personnel, determine the number of shifts and hours of work and starting times and scheduling of all the foregoing, but not in conflict with the specific provisions of this Agreement, and the right to establish, modify or change any work or business hours or days.
- C. Direct the working forces, including the right to hire, promote, suspend and discharge employees, transfer employees, assign work or extra duties to employees, determine the size of the work force and to lay off employees.
- D. Determine the services, supplies and equipment necessary to continue its operations and to determine the methods, schedules and standards of operation, the means, methods, and processes of carrying on the work including automation

thereof or changes therein, the institution of new and/or improved methods of changes therein.

- E. Adopt reasonable rules and regulations.
- F. Determine the qualifications of employees, including physical conditions.
- G. Determine the location or relocation of its facilities, including the establishment or relocations of new schools, buildings, departments, divisions or subdivisions thereof and the relocation or closing of offices, departments, divisions or subdivisions, buildings or other facilities.
- H. Determine the placement of operations, production, services, maintenance or distribution of work, and the source of materials and supplies.
- I. Determine the financial policies, including all accounting procedures, and all matters pertaining to public relations.
- J. Determine the size of the management organization, its functions, authority, amount of supervision and table of organization provided that the employers shall not abridge any rights from employees as specifically provided for in this Agreement.
- K. Determine the policy affecting the selection, testing or training of employees, providing such selection shall be based upon lawful criteria.

Article 4
Board and Association Responsibilities

- A. It is the responsibility of the Board of consult with individual principals affected prior to taking formal action when:
 - 1. It addresses itself to parental, teacher, or student complaints concerning the principal.
 - 2. It decides to change policies it expects the principal to carry out.

The foregoing defines a working relationship rather than a grievable contractual commitment, but it is agreed by both parties to be conducive to better day-to-day understanding.

- B. It is the responsibility of Association members to be on the job performing their duties in the best interests of the students, teachers, and school system as a whole without regard to normal hours; to recommend assignment of pupils and teachers within their buildings, to evaluate staff and make recommendations regarding curricula within their buildings and to carry out the policies of the Board.

Article 5
Grievance Procedures

A. Definitions

1. A grievance is a claim by one or more employees or the Union that there has been an alleged improper application, violation, or misinterpretation of this Agreement.
2. An aggrieved employee is the employee(s) who is directly affected and, therefore, will make the claim.
3. Reference to the term "employee" in this Article will be interpreted to mean "Association" when the Association is filing a grievance.

B. Exclusions

1. The termination of services, demotion of, or non-renewal of contract for any employee.
2. Any matter involving employee evaluation.
3. Any matter for which there is recourse under State or Federal statutes.
4. Any matter for which the Tenure Act prescribes a procedure or authorizes a remedy (discharge and/or demotion).
5. Any matter involving layoff or recall of any employee.

C. Grievance Form. Any grievance presented in writing must include the following:

1. Specific statement of facts giving rise to the alleged violation.
2. Section or subsection of this contract alleged to have been violated.
3. Date of the alleged violation.
4. Relief requested.
5. Signature of the grievant or Association representative.

Any grievance not in accordance with the above requirements may be rejected as improper. Such rejection shall not extend the limitations hereinafter set forth.

D. Procedure

1. **Step 1 - Superintendent's Designee**: An employee has ten (10) days after the employee has become aware of, or could have reasonably become aware of, the occurrence of an event upon which a grievance may be filed, to orally discuss the matter with the Superintendent's Designee, who will attempt to resolve the matter informally. If the aggrieved employee is not satisfied with the oral disposition of the grievance by the Superintendent's Designee, the employee may pursue the matter by filing a grievance in written form to the the Superintendent's Designee within ten (10) days of such discussion. The

Superintendent's Designee or other Board representative shall return a written answer within five (5) days thereafter.

2. Step 2 - Superintendent: If the aggrieved employee is not satisfied with the disposition of the grievance at Step 1, written notification containing endorsement of approval or disapproval of the Association shall within five (5) days thereafter be transmitted to the Superintendent stating the reason to pursue the grievance to Step 2. The Superintendent or his designee shall then meet within ten (10) days of the receipt of the grievance at a mutually satisfactory time with the aggrieved employee and appropriate Association representatives to discuss the matter. The Business Manager will respond to the Association with a written answer within five (5) days of such meeting. Either party shall have the right to have present at such meeting representatives who may have knowledge of the matter and who may be helpful in reaching a resolution of the matter.
3. Step 3 - Board Personnel Committee: If the decision of the Superintendent of Schools is not satisfactory to the Association, the grievance may be submitted to the Board Personnel Committee by written notice given by the Association to the Superintendent within ten (10) days after receipt of the Superintendent's decision. The Board Committee shall meet within fifteen (15) days of the receipt of the grievance at mutually satisfactory times. The Superintendent shall respond to the Association with a written answer within five (5) days of such meeting.
4. Step 4 - Arbitration: If the decision of the Board of Education Personnel Committee is not satisfactory to the Association, the grievance may be submitted to arbitration by written notice given by the Association to the Committee within fifteen (15) days after receipt of the Committee's decision. If the Committee and the Association cannot agree upon an arbitrator within five (5) days after written notice, the matter will be submitted to the American Arbitration Association for settlement under their rules. The power of the arbitrator shall be limited to the interpretation of application of the express terms of this agreement and he/she shall have no power to alter, add to, or subtract from, the terms of this Agreement as written. The decision of the arbitrator shall be final and binding on all parties involved. The fees and expenses of the arbitrator shall be shared equally by the Board and the Association. All other expenses shall be borne by the party incurring them and neither party shall be responsible for the expense of witnesses called by the other.

Powers of the arbitrator are subject to the following limitations:

- a. He shall have no power to add to, subtract from, disregard, alter or modify any of the terms of this Agreement.
- b. He shall have no power to decide any question which under this Agreement is within the authority of the Board to decide.
- c. He shall have no power to decide any question which under this Agreement is within the responsibility of the management to decide. In rendering decisions, an arbitrator shall give due regard to the responsibility of management and shall so construe the Agreement

that there will be no interference with such responsibilities, except as they may be specifically conditioned by this Agreement.

- d. He shall have no power to interpret state or federal law.
 - e. He shall not hear any grievance previously barred from the scope of the grievance procedure.
 - f. If the Board disputes the arbitrability of any grievance under the terms of this Agreement, the arbitrator shall first determine whether he has jurisdiction to act, and if he finds that he has no such power the grievance shall be referred back to the parties without decision or recommendation on its merits.
 - g. More than one grievance may not be considered by the arbitrator at the same time except upon expressed written mutual consent and then only if they are of similar nature.
 - h. Where no wage loss has been caused by the action of the Board, the Board shall be under no obligation to make monetary adjustments and the arbitrator shall have no power to order one.
 - i. Arbitration awards or grievance settlements will not be made retroactive beyond the date of the occurrence or non-occurrence of the event upon which the grievance is based. In no event, however, shall the settlement be earlier than thirty (30) days prior to the date on which the grievance is filed.
- E. **Disclosure**. Neither party may raise a new defense or ground at Level three not previously raised or disclosed at other written levels. Each party shall submit to the other party not less than three (3) days prior to the arbitrator's hearing a pre-trial statement alleging facts, grounds and defenses which will be proven at the hearing. The positions of both parties and relevant facts must be stated. There can be no information presented in arbitration which has not been presented to the other party.
- F. **Claims for Back Wages**. All claims for back wages shall be limited to the amount of wages that the employee would otherwise have earned, less any compensation they may have received from any district source during the period.
- G. **Grievance Handling**. All preparation, filing, presentation or consideration of grievances shall be held at times other than when an administrator or a participating Association representative are to be at their assigned duty stations.
- H. **Association Grievances**. The Association shall have the right to initiate a grievance involving the right of a group of administrators to maintain the integrity of the contract.
- I. **Time Limits**. Should an administrator or the Association fail to institute a grievance within the time limits specified, the grievance will not be processed. Should an administrator fail to appeal a decision within the limits specified, or leave the employ of the Board (except a claim involving a remedy directly benefiting the grievant regardless of his employment), all further proceedings on a previously instituted grievance shall be barred.

Article 6
Physical Ability

All employees, at their expense, shall show proof of freedom from active tuberculosis within fourteen (14) days of starting employment, and shall continue to do so annually, or less frequently, as required by the employer. The Board reserves the right to require that an employee submit to a physical and/or psychological examination by qualified person(s), in which case the board is entitled to all relevant information. If such person declares an employee is unable to fulfill his/her assigned obligations, the employee may request another examination to be performed by some other qualified person designated by the Board. The Board shall bear the full cost of required examinations.

Article 7
Employee Evaluation

- A. **Building Visitations**. The supervisor will periodically visit employees in their buildings and evaluate the employees' effectiveness. A critique will be held between the supervisor and the employee.
- B. **Evaluations**. There will be a minimum of one summary evaluation per year for each administrator. The evaluation shall be completed in writing on or before June 30. All evaluations of each administrator shall be discussed with the administrator. Each administrator will receive a copy of his/her evaluation. The original copy shall be signed by the administrator and shall be placed in a confidential file in the Board office and will be handled in accordance with Board policies. Each administrator shall have the opportunity to submit a written comment on his or her evaluation which shall be attached to said evaluation. Before an evaluation form is used, it will be presented to the administrators for review and discussion purposes only.

Article 8
Discipline and Discharge

- A. **Assistance**. The Board agrees to offer reasonable assistance and counsel to employees to help correct known inadequacies through the process of evaluation more specifically hereinafter set forth.
- B. **Warning**. If a problem exists, a formal warning shall be issued to the employee which contains his inadequacies in writing.
- C. **Conferences**. Two (2) conferences shall be held between the employee and the supervisor dealing with the employee's inadequacies.
- D. **Performance Review**. If the problem persists after the conferences as specified in Section C above, a formal review of the employee's performance shall be written out and presented to him at a subsequent conference. During this conference, the employee may be accompanied by a representative of the Association at the employee's option.

- E. **Contemplation of Non-Renewal**. If the Board of Education is contemplating non-renewal (as opposed to termination) or a demotion which shall be defined as transfer to a position carrying a lower salary, the Board upon completing the conferences specified in Sections C and D above shall issue a statement of contemplation of non-renewal or demotion including the reasons therefore. This statement shall be given to the employee not less than thirty (30) days in advance of sixty (60) days prior to the termination date of the employee's individual contract. The employee at his own option, may be granted a meeting with the Superintendent to fully discuss the reasons given by the Board in the contemplation notice.
- F. **Non-Renewal of Contract**. Upon receipt of the notice of contemplation by the Board, the employee shall have the right to an open or closed session before the Board, prior to sixty (60) days before the termination date of the contract. The employee shall indicate in writing to the Board of Education as to his desire of an open or closed session. At the meeting with the Board, the employee shall have the right to be represented by the Association or his own personal counsel. The Board's action concerning non-renewal or demotion shall take place not less than sixty (60) days prior to the termination date of the contract and shall be for reasons that are not arbitrary and capricious. If the Board shall fail to provide a meeting upon the request of the individual, the individual contract shall be renewed for an additional one (1) year period.
- G. **Discharge**. It is understood and agreed between the Association and the Board that certain areas of misconduct may be of such a gross nature as to eliminate the necessity of Paragraphs A through C above. If an employee's contract is to be terminated during the life of his individual contract (as opposed to non-renewal), the Board of Education will file written charges with the employee appraising him of his offense, offer him an opportunity to a hearing, either public or private, before the Board, and will offer proofs of reasonable and just cause for dismissal. The Board reserves the right to suspend the employee during the period of notification with pay.

Article 9 **Staffing Procedures**

- A. **Staffing**. The Board and Association agree that all positions shall be staffed by the most competent and qualified persons. The Board shall have the right to make the final decisions on staffing of all positions covered by this Agreement.
- B. **Definition - Vacancy**. A vacancy shall be defined for the purposes of this Agreement as a position previously held by a bargaining unit member, or a newly created position within the bargaining unit.
- C. **Posting**. Whenever any permanent vacancy in a bargaining unit position in the district shall occur or whenever a new bargaining unit position is created, the Board shall publicize the same by giving written notice of such vacancy to the president of the Association and provide for appropriate posting. The vacancy will remain posted for a period of ten (10) days and will not be permanently filled until the expiration thereof.

- D. **Application**. Any employee possessing the qualifications to apply for such vacancy may do so in writing to the supervisor within a ten (10) day period. The Board agrees to give due weight to professional background and attainments of all applicants, length of service, building, area of specialization, and other relevant factors.
- E. **Selection**. The Board reserves the right to transfer an employee without request and to deny applications as above specified. The Board reserves the right to assign employees on the basis of its own judgment of the factors in Section D above, and also to hire new employees for any vacancy. At the request of the employee the Board will give reasons in writing for denial of application of involuntary transfer. The Board should notify any employee that has been transferred of his or her new assignment fifteen (15) days before the employee is to report to the new assignment.
- F. **Tenure**. It is expressly understood that no employee will gain tenure in an administrative position.

Article 10 **Layoff and Recall**

- A. **Definition**. The definition of the word "layoff" means a reduction in the number of bargaining unit employees employed by the Board for any reason, with recall rights. It is hereby specifically recognized that it is within the sole discretion of the Board of Education to reduce the education program and curriculum.
- B. **Layoff**. When the Board determines reductions in the number of employees covered by this Agreement, the employees affected shall be determined by their experience, competency, qualifications, length of service, and other relevant factors as determined by the Board. If all other factors are equal, the employee with the least length of service shall be laid off. Employees who have been notified of layoff may apply for teacher status with the school district.
- C. **Recall**. Recall shall be in inverse order of layoff within his/her classification. Any employee on layoff will have the automatic right for consideration of vacancies outside of his/her classification in accordance with Article 9. The parties agree an employee's eligibility for recall shall immediately terminate if he:
1. Resigns or his/her employment by the Board otherwise terminates, or
 2. Fails to report and/or be available to commence working as per the conditions of the Board's recall notice.
 3. Employees shall have recall rights for a period of time equal to their length of service in the bargaining unit, but not to exceed three (3) years.

The Board's notice of recall shall be transmitted by certified mail to the employee's most recent address on file with the Board.

Article 11
Association Privileges

- A. **Interschool Mail.** The Association shall have access to the use of the interschool mail service without cost to the Board.
- B. **Association Business.** Duly authorized representatives of the Association shall be permitted to transact official Association business on school property at reasonable hours provided that such activities do not occur within normal hours of school business and operation or the hours of management responsibilities of the administrators involved. This section does not apply to activities related to the grievance procedure.
- C. **Professional Leave Days.** A pool of four (4) professional leave days shall be available to the Association that may be used by its officers and other officials to attend conferences and other meetings related to the conduct of its affairs or the welfare of professional school administrators in general. It is understood that not more than two (2) officers of the Association can be on professional leave from the District on any one (1) day that the children are in session. Also, any one (1) officer may use up to four (4) professional leave days in any one (1) year. It is further understood that all such leave days shall have the prior approval of the Association and that the Superintendent shall be notified at least two (2) days prior to the day such leave time shall be taken.

Article 12
Leaves With Pay

- A. **Sick Leave.**
1. Each employee shall be granted one (1) day for each month of employment for sick leave, not to exceed twelve (12) days per year, with a maximum accumulation of ninety (90) days, and prorated for partial months, and cap current administrators that have 90 days or more accumulated sick leave days at their 6/94 level. Each employee may elect to deduct from sick leave for illness in the immediate family (spouse, children, grandchildren, parents, grandparents, parents-in-law, siblings, household dependents).
 2. Pay for sick leave shall commence with the time the employee is unable to work and shall continue for the duration of the illness and/or disability, until the Board has paid an amount equal to the employee's accumulated leave, or until the employee becomes eligible for long term disability insurance payments, whichever is sooner. The supervisor may request a doctor's certificate at district expense in cases of illness. Employees must notify the supervisor as early as possible previous to the scheduled reporting time when unable to work, unless it is impossible to call.
- B. **Sick Leave Bank - District Central Bank.** A person who was a teacher in the Cadillac Area Public Schools system may carry over their accumulated sick leave days up to the maximum of the administrative contract.

1. A District Central Bank shall be created effective the first day the employee works in the current school year. The employee will place two (2) of their twelve (12) allotted days at the disposal of the District's Central Bank.
 2. The District Central Bank is intended to provide each administrator with comprehensive protection from financial burdens imposed by prolonged disability, long-term illness, disability accident or the same chronic recurring illnesses. In order to be eligible to draw from the sick bank, the following criteria must be satisfied:
 - a. No administrator may draw from the sick bank until he or she has exhausted all of their accumulated sick days.
 - b. No administrator may draw from the sick bank while on a leave of absence without pay or while drawing workers compensation or while drawing long-term disability provided in Article 16.
 - c. An administrator shall not be eligible to draw more than ninety (90) work days pay from the sick leave bank. Applications for long-term disability must be made as soon as the administrator is reasonably aware that the policy may be applicable to his/her situation. All administrators drawing from the sick leave bank must apply for long-term disability and must take long-term disability in lieu of sick bank benefits as soon as they are eligible to do so.
 3. The District Central Bank Committee shall be composed of four (4) members, an equal number of representatives of the Association and the administration. All approvals of the Committee shall be by a majority of the members. The criteria for such approvals shall be set and published by the District Central Bank Committee. This shall not apply while a person is drawing workers compensation award.
 4. Days credited to the sick bank shall carry over to the following school year.
 5. Prolonged disability shall be defined as four (4) consecutive weeks with a physician's statement attesting to the incapacity to work. The Board reserves the right to require a second opinion from the Board's physician at the Board's cost. Child care, as differentiated from disability due to child birth shall not be covered by sick leave or the sick leave bank provisions.
 6. It is expressly understood that the provisions of the sick leave bank are only for the personal illness of the administrator and shall not apply for family care, child care, or illnesses of the immediate family.
- C. **Personal Business**. Two (2) days may be used per year for personal business. Such leave must be approved in advance by the supervisor. Request for personal leave must be in writing two (2) working days in advance, except for emergencies. Such leave may not be used in conjunction with vacation or holidays. Such leave must be used for business that can only be conducted during normal working hours and shall not be used for other employment or recreation.
- D. **Court Appearance**. Other leaves with pay not deductible from sick leave are absences for court appearances as a witness in any case connected with the employee's employment under the Board, when the Association is not a party to the litigation. Paid leave of absence will be granted for jury duty. Any compensation, excluding expense reimbursement, received by the employee in the form of witness fees or jury pay will be given to the Board to offset wages paid.

- E. **Funeral Leave.** Each administrator may be granted one (1) day with pay to attend the funeral of a person not in his immediate family not to exceed five (5) such days per year. Administrators may use, in any one school year, up to five (5) days for death in the immediate family without deduction from sick leave, thereafter up to four (4) days may be used for death in the immediate family which shall be deductible from sick leave. The foregoing days shall be non accumulative. Notification for leave for a funeral is expected as soon as practical to the superintendent.

Article 13 **Leaves Without Pay**

- A. **Leave of Absence.** Leaves of absence for reasonable periods not to exceed one year may be granted upon request for:
1. Serving in any public position.
 2. Maternity and child care leaves. Such leave may be extended for a reasonable period of time at the discretion of the supervisor.
 3. Illness leave (physical or mental).
 4. Prolonged illness in the immediate family.
 5. Educational leave without pay for a period up to an academic year for each employee who wishes to attend school as a full-time student. The Board may pay tuition for courses related to professional development.
 6. Other leaves approved by the superintendent.

Benefits shall not accrue during an unpaid leave. In the case of illness, an extension of leave may be requested.

- B. **Application for Leave of Absence.** An application requesting a leave of absence pursuant to this Article must be submitted to the supervisor no later than three (3) weeks prior to the time the leave is to commence provided, however, in proper cases, exceptions shall be made. The request for the leave of absence must be in writing setting forth the reasons for the leave of absence and the anticipated length of time; and, if requested, verification shall be submitted. Any extensions for leaves of absence shall be handled the same as the request for the regular leave.
- C. **Returning from Leave.** Employees returning early from leave of absence must submit a request to return to work in writing. Employees returning from a medical leave of absence may be required to certify their ability to return to work at least five (5) working days prior to the requested date of the return. Employees returning early from leave must wait for the next available job opening. Employees returning at the approved date will be placed in the position they left, or an equivalent position.
- D. **Family and Medical Leave Act.** CEA Contract Language will apply to the Cadillac Administrators' Association as it pertains.

Article 14
Health Care Benefits

A. **Eligibility.** The health benefit plan made available in this Article is for employees who chose not to be covered under another health insurance program (ie: through a spouse).

B. **Health Benefit Coverage.**

If the Board can provide the same coverages at less cost as above through a P.A.C., or other change or carrier, or other cost containment measures, the district may do so upon agreement with the Association.

For each full time employee the Board will pay the premium toward the following Health Insurance options, except as stipulated in 14(c), as follows:

Blue Cross/Blue Shield PPO 12/HRA, \$1000/\$2000 deductible, 100% co-insurance, \$10/\$40 prescription drug, \$20/\$80 mail-in on prescription drugs, and \$30 office visit copay. The Board will reimburse up to \$1000/\$2000 from any in-network deductible expense (on a calendar year basis), \$30 for office visit copays, \$20 for urgent care copays, \$25 for emergency room copays, all expenses (in-network and out-of-network) for ambulance expenses, \$30 for chiropractic copays (visits 1-24), all expenses for chiropractic copays visits 25-38, 40% of private duty nursing, \$5 for generic prescription drugs, \$30 for brand prescription drugs, \$18 for generic mail-in prescription drugs, \$78 for brand mail-in prescription drugs, and \$2000 for hearing aids once every three years (in-network and out-of-network). All reimbursements are for in-network expenses only, unless otherwise stated, and will be reimbursed through an IRS section 105 plan using a third party administrator of the Board's choice.

Article 14 (c) The Board will pay 100% of the premium of the above option for the years covered under this agreement. (2010-2011 and 2011-2012 school years)

An employee must work a minimum of half time to qualify for health insurance benefits. Those employees working a minimum of half time but less than full time will have benefits pro-rated.

Employees in the bargaining unit who are covered by health insurance available elsewhere or who elect not to be covered by health insurance under the terms of this agreement, shall be permitted to purchase insurance options available through the current carrier. The board will subsidize this purchase in the amount equal to 50% of a single subscriber health insurance premium.

C. **Enrollment.**

1. **New Employees:** New employees who are eligible for health care benefits may be enrolled on the first day of the month following the month in which the employee is hired.
2. **Current Employees:** Current employees who are eligible for health care benefits may be enrolled on the first day of the month following the month in which they became eligible or during any open enrollment.

D. **Term.** Benefit coverage is for a full twelve (12) month period. Benefits will be terminated on the last day of the month in which the employee leaves the employ of the Board, goes on unpaid leave, or becomes ineligible for benefits.

Article 15
Life Insurance

The Board shall provide term life insurance for each member of the bargaining unit of \$200,000. The Board may agree with a retiree's proposal to purchase life insurance at his/her expense.

Article 16
Disability Insurance

The Board shall provide long-term disability insurance beginning at the 90th consecutive day of the same or related illness or disability and at a rate not to exceed 66 2/3 percent of the subscriber's salary in accordance with the following provisions:

1. Monthly maximum benefit of \$6,000.00
2. Two (2) year own occupation clause

Article 17-1
Dental Care Benefit

The Board shall provide a dental plan with 80% coverage for type I benefits, 80% coverage for type II benefits, 80% coverage for type III benefits, a \$1000 annual maximum, 80% coverage for orthodontic services, and a \$3000 orthodontic lifetime maximum.

Article 17-2
Vision

The Board shall provide Vision Care Insurance with the following provisions: Vision Testing Examinations \$90.00/\$5.00 co-pay; Lenses \$10.00 co-pay; contact lenses when not medically necessary, plan will pay up to \$120.00, \$10.00 co-pay. The plan will allow one pair of eyeglasses (one set of frames with one pair of lenses) or one pair of contact lenses per covered person in any benefit year. The Board may self fund vision insurance.

Article 17-3
Death Benefit

In the event of the death of a bargaining unit member, the Board shall continue payments of the applicable contributions for health, dental and vision insurance plans for the bargaining unit member's eligible dependents, who are presently receiving insurance at the time of the bargaining unit member's death, for a period of six (6) months, to begin on the first month following the date of death. Dependents must continue to meet all eligibility requirements established in the policy.

Article 18
Reimbursement

A. Business Expense.

1. Employees who use their own vehicles must submit a copy of a mapping document with the point of origin beginning from their school location to the desired destination. Mileage shall be reimbursed at the I.R.S. rate for each mile driven outside the district while conducting such official school business. The employee shall submit a request for reimbursement to Central Office.
2. Each employee who incurs throughout the year school business expense, ie: vehicle usage, community service, meals, etc., within the district shall be reimbursed at the following rate:

Lincoln, McKinley, Franklin, Kenwood Principals	\$1350 ea./yr
Forest View Elementary Principal	\$1350 ea./yr.
Middle School Principal	\$1375 ea./yr.
M.S., J.H. & H.S. Assistant Principals	\$1375 ea./yr.
Junior High School Principal	\$1570 ea./yr.
High School Principal	\$1770 ea./yr.
Special Education Coordinator	\$500 to \$1,050 ea./yr.
I.S.D. Special Education Building	\$1,050 ea./yr.
Title I Director	\$ 850 ea./yr.
Athletic Director	\$ 850 ea./yr.
Elementary Technology Director (K-7)	\$ 500 ea./yr.
Adult Education Director	\$ 500 ea./yr.
Secondary Technology Director (8-12)	\$ 150 ea./yr.

Employees shall provide detailed documentation for the above business expense reimbursement. Amounts not documented will be added to the employees taxable income. Amounts submitted as expenditures for gifts, cards, donations, union dues, etc. will be considered personal and will be added to the employee as taxable income. The same applies to mileage that is not for school business, i.e. mileage to graduation open houses.

3. The Board shall pay the membership dues on behalf of each employee for membership in one state association. (Ex: Elementary Principals' Association, Secondary Principals' Association)

- B. Meals.** Each employee who is away from the school district during a normal meal period while performing assigned duties has the option of procuring a meal at school district expense. Requests for reimbursement shall be submitted not later than thirty (30) days after the date on which the expense was incurred. The amount of reimbursement shall be subject to administrative guidelines.
- C. Tuition Reimbursement.** Tuition will be reimbursed by the Board of Education upon course completion for a maximum of six (6) semester hours credit per year. The course selection must be approved by the supervisor prior to enrollment.
- D. State Level Conference Attendance.** Each employee will be allowed to attend one (1) state level conference each year at the expense of the Board and at the approval

of the superintendent. No more than four (4) employees may attend a conference on the same day or days.

E. National Convention Attendance.

1. With the approval of the superintendent, employees will be permitted to attend their respective National Association Convention on a rotation basis (2 members per year maximum) and the Instructional Coordinator at least every other year.
2. Actual expenses as per receipt including transportation by tourist class air fare.
3. An employee may request of the Superintendent of Schools an exemption from rotation schedule if circumstances warrant. In such cases a substitution of an employee may be granted.

F. School Sponsored Events. Free passes will be provided to all school sponsored events for each employee.

G. C.A.P.S. Administrative Workshops. An employee shall receive reimbursement in the amount of expenses incurred for meals, transportation, and lodging expense equal to single room rate when in attendance at a Cadillac Area Public Schools Administrative workshop.

Article 19
Completion of Agreement

The parties acknowledge that during the negotiations which resulted in this Agreement, each had the unlimited right and opportunity to make demands and proposals with respect to any subject or matter not removed by law from the area of collective bargaining, and that the understandings and agreements arrived at by the parties after the exercise of that right and opportunity are set forth in this Agreement. Therefore, the Board and the Association, for the life of the Agreement, each voluntarily and unqualifiedly waives the right and each agrees that the other shall not be obligated to bargain collectively with respect to any subject or matter not specifically referred to or covered in this Agreement, even though such subjects or matters may not have been within the knowledge or contemplation of either or both of the parties at the time that they negotiated or signed this Agreement, the one exception being noted in Article 21.

This Agreement shall supersede any rules, regulations, or practices of the Board which shall be contrary or inconsistent with its terms. It shall likewise supersede any contrary or inconsistent terms contained in any individual administrative contracts heretofore in effect. All future individual contracts shall be made expressly subject to the terms of this Agreement.

If any provisions of this Agreement or any application of this Agreement to any employee or group of employees shall be found contrary to law, then such provision or application will be deemed invalid, except to the extent permitted by law, but all other provisions or applications shall continue in full force and effect.

Article 20
Agreement Not To Strike

The Association recognizes that strikes by public employees as defined by Section 1 of Public Act 336 of 1947 of Michigan, as amended, are contrary to law and public policy. The Board and Association subscribe to the principle that differences shall be resolved by appropriate and peaceful means, in keeping with the high standards of the profession, without interruption of the school program. Accordingly, the Association agrees that during the term of this Agreement, it will not direct, instigate, participate in, encourage or support any strike, slowdown, work stoppage, picketing, or sit-in against the Board by any employee or group of employees.

Article 21
Duration of this Agreement

This Agreement shall be effective on, July 1, 2013, and shall remain in effect until June 30, 2016. Thereafter, this Agreement shall automatically be extended for one full year unless either party notifies the other that negotiations between the parties shall begin sixty (60) days prior to the anniversary date of this contract.

In witness whereof, the parties have caused this Agreement to be executed on their behalf by their duly authorized representatives.

For the Union

By: [Signature]
President

Date: 7-14-14

By: [Signature]
Secretary

Date: 7-14-14

By: [Signature]
Negotiator

Date: 7-14-14

For the Board

By: [Signature]
President

Date: 7-14-14

By: [Signature]
Secretary

Date: 7-14-14

By: [Signature]
Negotiator

Date: 7-14-14

Schedule A
Salary Schedule

A. Administrators hired prior to July 1, 2014 base salary schedule.

Classification	Schedule	Annual Salary
Elementary Principal	2013-2014: 199 work days 2014-2015: 199 work days 2015-2016: 199 work days	2013/14: \$79,262 2014/15: \$82,055 2015/16: \$Wage Reopen
Middle School Principal	2013-2014: 199 work days 2014-2015: 199 work days 2015-2016: 199 work days	2013/14: \$83,093 2014/15: \$85,924 2015/16: \$Wage Reopen
Junior High Principal	2013-2014: 199 work days 2014-2015: 199 work days 2015-2016: 199 work days	2013/14: \$85,456 2014/15: \$88,311 2015/16: \$Wage Reopen
Middle School Assistant Principal	2013-2014: 199 work days 2014-2015: 199 work days 2015-2016: 199 work days	2013/14: \$79,262 2014/15: \$82,055 2015/16: \$Wage Reopen
Junior High Assistant Principal	2013-2014: 199 work days 2014-2015: 199 work days 2015-2016: 199 work days	2013/14: \$80,338 2014/15: \$83,141 2015/16: \$Wage Reopen
High School Principal	2009-2010: 228 work days 2010-2011: 228 work days 2011-2012: 228 work days	2013/14: \$98,634 2014/15: \$101,620 2015/16: \$Wage Reopen
Assistant H.S. Principal & Assistant H.S. Principal/ Athletic Director	2013-2014: 199 work days 2014-2015: 199 work days 2015-2016: 199 work days	2013/14: \$81,416 2014/15: \$84,230 2015/16: \$ Wage Reopen

Administrators will receive a yearly stipend not cumulative of \$2000.00 for the 2013-2014 school year only, in lieu of a pay increase in the base salary. Following the 2013-2014 school year, the \$2000.00 stipend will be added to the administrator's base salary. Administrators will receive a salary increase of 1% on their base salary to be paid effective as of the ratification of the date of the CEA teachers' contract. Administrators will receive a 1% increase on their base salary for 2014-2015. For 2015-2016 this contract will be reopened for wages only.

Note: - The ratio relationship of teachers Step MA 11 has been eliminated effective July 1, 2000, and the amounts were rolled into the administrative base salary Schedule A.

Schedule B
Salary Schedule

B. A new CAPS principal salary scale will be effective starting July 1, 2014-2015. This new principal base salary scale will not impact current administrators' existing salaries. The new principal base salary scale is established based on a growth model to allow the District to determine where a newly hired administrator is placed within a range based on building level administrative experience. Subsequent salary changes forward will be based on the below growth model table.

	Year 1	Year 2	Year 3	Year 4	Year 5
Elementary Principal	\$71,500	\$74,000	\$76,000	\$78,000	\$79,000
Middle School Principal	\$74,500	\$77,000	\$79,000	\$81,000	\$83,000
MS/JH Asst. Principal	\$72,500	\$73,000	\$74,000	\$75,000	\$78,000
Junior High Principal	\$76,500	\$79,000	\$81,000	\$83,000	\$85,000
HS Asst. Principal	\$76,500	\$77,000	\$78,000	\$79,000	\$80,000
High School Principal	\$90,500	\$93,000	\$95,000	\$97,000	\$98,000

C. **Holidays.** Year-round administrators shall work 228 days per year and are entitled to the following holidays:

- | | |
|-------------------------|----------------------------------|
| 1. New Year's Day | 6. Labor Day |
| 2. President's Day | 7. Thanksgiving |
| 3. Good Friday Day | 8. Friday following Thanksgiving |
| 4. Memorial Day | 9. Christmas Eve Day |
| 5. July 4 th | 10. Christmas Day |
| | 11. New Year's Eve Day |

D. **Vacation Days.** Year-round administrators shall be able to take their vacation days from August 1-July 31.

E. **New Employees.** Administration and supervision years of experience credit shall be granted by the Board of Education. New employees without experience shall start at 95% of the classification of which they are working. The second year the employee shall receive 100% of the classification he/she is working under.

F. All administrators shall work ten (10) days before teachers report to work and five (5) days after teachers finish the school year. After the first work day, all ten (10) month administrators will work eight (8) of nine (9) remaining days during the ten (10) work days before teachers report.

Schedule C **Other Compensation**

A. **Longevity.** New administrators hired after July 1, 2014, will only be eligible for a longevity payment of \$1250 per annum longevity payment commencing their 10th year of service to Cadillac Area Public Schools. An administrator commencing their 15th year of service shall receive \$1750 per annum longevity payment and any administrator commencing their 20th year or more of service shall receive \$2000 per annum longevity payment.

B. **Teacher/Administrator Ratio.** When the ratio of teachers evaluations assigned to any one administrator in an administrative unit exceeds twenty-four to one (24:1) that administrator shall be compensated \$550 annually for evaluations. I.S.D. personnel in the administrator's building that are supervised and evaluated by the building administrator will be included.

C. **Additional Duties.** The Superintendent will assign any Special Duties annually and will award compensation based on duty specification, required trainings or endorsements, etc. The District reserves the right to assign administrators to fulfill extra duties as needed. Administrators will be compensated for time to perform these job duties. The Superintendent will determine a rate for each Special Duty assignment to be paid on a scale between \$1,000 and \$3,000 annually. Special Duties may include such categories as; A principal assigned to two (2) buildings, Clubhouse Director, GSRP (Early Childhood Director), Director Special Education, Title Programs, Technology, Adult Education, Policy, District School Improvement, Curriculum Process (includes Testing, Technology and Professional Development).

D. **Annuity**. Employee in the bargaining unit will be provided a Board paid annuity 403b in the amount of \$400.

E. **Unused Sick Leave**.

1. A member of the Association who has served a minimum of five (5) years as an administrator in the Cadillac Area Public School District shall be entitled to a severance pay equal to 25% of unused sick leave up to a maximum equal to 15 days salary upon termination of service by the Board of Education.
2. A member of the Association shall receive up to a salary equivalent of 65 days of any unused sick leave upon retirement when said employee is employed by the Cadillac Area Public School District at the time of retirement and retires into the Michigan School Employees Retirement System.

F. **Retirement Payment and Early Retirement Incentive** in the Appendix E-1, Letter of Understanding and E-2 Acknowledgment and Release, shall apply to the members of this Cadillac Administrative Association. The retirement payment will not be in excess of the one-year dollar cost of buy-in of early retirement incentive.

G. **Education Specialist Degree**. An additional \$2,000 per annum will be paid to the administrator who has completed the Education Specialist Degree.

H. **Additional Work Days**. Members of the bargaining unit required to work beyond the number of work days stated in Schedule A of this contract shall be reimbursed at a rate of \$35.00 per hour. Should a member need to work beyond the regular contracted time to complete their Schedule B duties, he/she shall be required to receive permission from the superintendent prior to commencing work.

I. **Emergency/Inclement Weather Days**. Administrators shall be required to report to work on emergency days, including inclement weather, if such days are made up at the end of the year, and thus their contract year number of work days is extended, administrators shall be paid additional per diem or allowed comp time in lieu of additional pay.

J. **Review of Duties**. Annually duties of each administrator may be reviewed by the Association and Superintendent, and then reported to the Board Personnel Committee and approved by the Board.

K. **Personal Computer**. The Board should set a goal to purchase a personal computer for each administrator, for school use.

L. **Summer Intersessions**. The Board may employ an administrator covered by this agreement to supervise the summer intersession program at an hourly rate of \$23.00 per hour.

M. **Pay Practice**. New administrative pay practice will be for equal pays beginning with the first day of work.

O. **Attendance Incentives**.

1. Administrators with the maximum of 90 days shall be granted the allotted ten

days for use in the upcoming school year. If at the end of that school year the administrator has used three (3) or less of those allotted ten days, the administrator shall be paid 30% of their daily rate into a tax sheltered annuity (salary ÷ number of administrator work days).

2. Each administrator shall receive credit for three comp hours, for each unused personal business day each school year.

Appendix E-1 **Letter of Understanding**

A. Early Retirement Incentive.

1. An administrator who will have completed a minimum of twenty-seven years of public school service, recognized by the Michigan Public School Employees Retirement System, by June 30 of any year but does not yet qualify for benefits under the Michigan Public School Employees Retirement System, and has been an employee in the Cadillac Area Public Schools full-time for ten (10) consecutive years shall receive the full cost necessary to bring their service credit in the Michigan Public Schools Employees Retirement System to thirty (30) years.

The "full cost" is calculated from the actuarial cost table for purchasing universal buy-in credit provided by MPSERS. However, the Board's payment shall be calculated on the administrator's base salary, including extra pay items, and shall not exceed the administrator's final average. The district will provide the above benefit annually for two (2) teachers (based on seniority) who have twenty-six (26) years of creditable service in the Michigan Public School Employees Retirement System, an administrator may be one of these.



CADILLAC AREA PUBLIC SCHOOLS

OFFICE OF SUPERINTENDENT
421 S. MITCHELL STREET
CADILLAC, MICHIGAN 49601-2571

PHONE (231) 876-5000
FAX (231) 876-5021

June 5, 2014 (original T.A.)

October 1, 2014 (language added for clarification regarding longevity and administrative position changes applied to Salary Schedule B)

LETTER OF AGREEMENT

Letter of Agreement regarding the new CAPS Principal base salary scale (Salary Schedule B):

Based on years of administration service, Matt Brown and Ryan Biller will not be subject to the new hire CAPS Principal base salary scale should their principal assignments change within their first five years of administrative service at CAPS. They will be paid according to the full salary (Schedule B) for any assigned administrative position. As of July 1, 2014 Matt Brown will be beginning his third year (3rd) of administrative experience, and Ryan Biller will be beginning his second year (2nd) of administrative experience. This paragraph will expire at the conclusion of each of their respective fifth (5th) years of administrative experience.

Additionally, Administrator Kelly Buckmaster and Mike Outman will receive fifth (5th) year longevity step payments commencing from their fifth (5th) year of service up to their tenth (10th) year, upon which time longevity reverts to current contract language. Kelly Buckmaster will be eligible for her fifth (5th) year longevity step commencing with the 2017-2018 school year.

Should any current building administrator change building assignment or level of administrative assignment they will be subject to the new administrative Salary Schedule B. However, this letter of agreement stipulates that should such an administrative change occur administrators will not receive a lesser base salary compensation than earned on their former Salary Schedule A. This stipulation applies only to the following administrators: Todd Bruggema, Jennifer Brown, Mike Outman, Ryan Biller, Jennifer Suck, Matt Brown, JoyBeth Hicks, Kelly Buckmaster, and Scott Hanson. Should a situation occur that changes the actual length of contract, compensation would be adjusted accordingly. An example would be in the case of moving the high school principal from a 12 month position to an elementary position of 10 months. Salary compensation would be adjusted to reflect a 10 month contract.

Superintendent, Cadillac Area Public Schools

Administrator, Cadillac Administrators Association